

Exception Position 4

PETM- Prevention Education Team Member- AD Level I

PETM-T Prevention Education Team Member Trainee- AD Level G

Duties

- Serves as a team member assisting with developing and implementing a comprehensive fire prevention education program on a local, district, region, state or multi-state level to reduce human caused wildfires. The program includes components of education, engineering and enforcement. Complexity is defined by geography, fire causes, community awareness and cultural values. Frequently, program precedent does not exist and the host agency administrator has few if any trained staff to develop and implement a comprehensive prevention education program including prevention activities and projects.
- Researches fire history data, current fire causes, cultural and census information to assist the team leader in developing a strategic communication plan with key messages. Delivers persuasive fire prevention education programs and messages at community activities and/or events to reach community groups such as homeowner associations, fire departments and agency partners. Meets with homeowners and forest users to provide fire education information.
- Responds to wildland fire conditions that are frequently extreme. Homes may be loss to wildfires. The host agency is frequently at preparedness level 4 or 5. Residents carelessly burn debris, are violating burning bans, deliberately setting fires and / or are oblivious to wildfire danger and wildfire potential. Most residents want to do what is right, they simply do not know what to do, how to do and when to do.
- Reports to the PETL who provides program direction and supervision. Successful task completion requires independent judgment and decision making by adapting technical training to community, homeowner and public land user applications. Assignments and resolution of most problems are completed independently. May serve on a team of 2-3 PETMs at a satellite location. Ensures compliance with the safety and welfare standards. Participates in daily safety briefings.
- Participates in team teaching activities for fire prevention. May work with community partners to establish a demonstration site. Provides fire prevention information at community events. Works with the unit law enforcement or prevention officer to determine appropriate fire danger signs, ways to inform the public of required permits and methods to explain fire laws and fire restrictions. Communicates and collaborates with agency prevention personnel, Incident Management Team(s), local fire departments and key community leaders. Partners and cooperators are important to successful program implementation.
- Prepares and produces a variety of prevention education products including news releases, educational products including billboards, radio and television ads, posters, flyers and door hangars targeting fire causes including debris burning, wildland fire arson, campfires, mechanical equipment failure and children. Works with billboard business owners and the national Ad Council for public

- service placement of Smoky Bear billboards. Works with the state highway department to display fire prevention messages on electronic message signs.
- Maintains positive interpersonal relationships. Employs good listening skills with team members, agency personnel, community partners including elected officials, fire departments and key community leaders. Is responsive to requests and needs of others.
 - Works with regional and local media to communicate fire causes, fire weather and fire fuel conditions in creative ways to get the fire prevention message before the public. Media includes live television and radio interviews and print media interviews including media tours. Examples include regional and local markets, local cable television channels, and newspapers and wire services. Works with NOAA, radio and television weather forecasters to include fire danger in their daily weather reports.
 - Prepares a daily activity report of team activities. Assists in the preparation for briefings and presentations at agency and community meetings. Implements procedures for information exchange and coordination with the Agency Administrator, National Interagency Fire Information Center (WO), regional fire prevention manager and area IMTs.
 - Assists with the preparation of a final report of team activities and team recommendations for needed follow-up with community organizations, elected officials and agency partners.

Position Skills

- Successful completion of 32 hours of training including (a) P-320, (b) national team member course (pre-320) or (c) a regional team member course, pre-320. Must have the training to possess the skills to succeed on a team.
- Requires independent judgment and decision making.
- Requires adapting technical training to community applications.
- Assignments and resolution of most problems are completely independently.
- Superior oral and written communications skills
- Flexibility and diplomacy to deal with elected officials, interagency partners, homeowners some of which may not want change and may withhold support.
- Satisfactory performance as a PETM T.

[4/10/2006](#)